

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
November 2, 2015

**Call to Order.**

The Allenstown Select Board Meeting for November 2, 2015 was called to order by Mr. Gryval at 5:00p.m.

**Roll Call.**

Present on the Board: Jeff Gryval, Jason Tardiff, and Kate Walker.

**Others Present**

Residents of Allenstown:

Others Present: Mark Morrissette, Attorney for Sgt. Tower.

Other Public Officials: Larry Anderson, Sewer Commission; Carl Caporale, Sewer Commission; Jeff Backman, Sewer Commission; Dana Clement, Sewer Commission; Attorney Christopher Drescher, Attorney William Drescher for the Sewer Commission; Christopher Gamache, Tri-Town EMS; and Stephanie Locke, Tri-Town EMS.

Allenstown Staff: Shaun Mulholland, Town Administrator; Paul Paquette, APD; Dana Pendergast, AFD; Beth Tower, APD; Jonathan Harry, AFD; and Ron Pelissier, Road Agent.

**Citizens Comments: N/A**

**Review 2016 Budget Proposals: o Tri-Town Emergency Medical Service.**

Mr. Gamache, Director of Tri-Town EMS, introduced himself and Stephanie Locke, Assistant Director. He explained they are a 24/7 ambulance service. He stated they respond to about 1,000 calls annually and transport about 700 patients annually. He stated they have been working on changing the culture of the service through professionalism of the service and the providers. He stated they had looked at the internal processes and made changes to ensure the ambulances are staffed and well maintained.

Mr. Gamache stated the Service has updated much of the durable medical equipment which was in need of replacement. He stated the equipment they have updated includes cardiac monitors, medication infusion pumps, med bags, first in bags and the service tablets. He stated they also outfitted the staff so

they have a professional appearance and the outside gear meets the Federal requirements for the high visibility.

Mr. Gamache stated they have decreased the average reaction time which is the time between the ambulance being toned out and the ambulance responding. He stated they have decreased it from two minutes to a minute.

Mr. Gamache stated at the end of 2014 there was a surplus in the budget and it will be the same for 2015. He stated revenues from both years were above the budgeted amount and the service didn't spend all the allocated funds

Mr. Gamache stated over the last two years and continuing in 2016 the Service has been working on getting the staff into a pay scale which is fair, consistent with other agencies, and along the lines of the Pembroke employee pay scale.

Mr. Gamache stated next year the Service intends on hiring a fourth full-time paramedic to supplement the Director and Assistant Director. He stated it will allow the Service to have leadership in the station during normal business hours, greater flexibility and stabilize in the schedule, for emergent staffing of a second ambulance when the needs exists, and creates a buffer when a position is vacated or an employee is out on leave. He stated it will also help with making sure the ambulance is being cleaned on a daily basis and the station chores are being done regularly.

Mr. Gamache stated the Service spoke with Consentra, an occupational health agency, regarding a prehire process. He stated before this fall they didn't really look at someone's physical abilities before hiring them. He stated they will be making changes to job descriptions based on Consentra's recommendations. He stated they will also use them for non-urgent employee evaluations for on the job injuries or illness, TB testing and N95 mask fit testing and vaccinations. He stated in 2016 a line item was created for this medical evaluation.

Mr. Gamache stated next year the Service plans on purchasing a new ambulance to replace ambulance two. He stated they have worked with two manufacturers to come up with a list of specifications to meet the needs of the Service and those they service.

Mr. Gamache stated safety features have been added to the ambulance to reasonably maximize the safety of the crews and patients. He stated ambulances equipped with an electronic lockbox to track who and when the Service's control substances are being accessed and will send automatic emails when the parameters are reached. He stated this will decrease the likelihood of narcotic diversion or theft.

Mr. Gamache stated the Service has budgeted for the purchase of a new stretcher. He stated the stretcher is designed to accommodate larger patients while still providing for the comfort transport of the average person. He stated this will likely do away with the Services' need for bariatric equipment which can delay the patient being transported to their facility of choice.

Mr. Gamache stated the Service has made preparations for better training opportunities in house and in the region. He stated they take a very active role with Concord Hospital for the training of staff and other providers in the Capital Area. He stated they have hosted three trainings with Concord Hospital in 2015

and regularly send staff to Concord Hospital and the Fire Academy for training. He stated the training line was increased so the Service can provide similar and regular trainings.

Mr. Gamache stated within the budget there are associated increases. He explained this would be if payroll increased then things like insurance, social security, Medicare and retirement. He stated other items such as Service equipment, officer supplies, and fuel has been adjusted to reflect what their actual spending is.

Mr. Gamache stated the revenue is difficult to project so they looked at the last two and a half years' revenue. He stated they divided the two and a half year revenues by the amount of calls and then multiply it by the amount of projected calls to get a budget amount of revenue for this year. He stated they are looking at \$500 per transport which will put them safely above their budgeted revenue.

Mr. Gamache stated starting January 1, 2016 they are putting in a rate increase. He stated they will look at it over the course of next year and see what this rate increase does to the money they bring in and use it as a basis for future rate increases. He stated they are different than other ambulance services in the area so what works for the other communities does not work for them.

Mr. Gamache stated ComStar is the current billing agency. He stated their rate is being decreased from six percent to five percent. He explained this means they will pay five percent of all revenues to ComStar for their services.

Mr. Gamache stated the conservative projected revenues for 2016 is \$249,250. He stated they will use the fund balance to supplement the purchase of the ambulance.

Mr. Gamache stated of the \$750,000, Allenstown's portion is \$206,425 which is a decrease of 2.9%.

The Chair stated he likes the direction the Service is going in. He stated it reflects the direction the Board wanted it to go.

The Chair asked how adding personnel, a new ambulance and equipment for the ambulance is going to affect the budget for 2017. Mr. Gamache stated their goal is to maintain their current level and slowly decrease it over time. He stated for the first couple of years the revenues were significantly underestimated. He stated the plan is to slowly supplement whatever increases there are year to year with the surplus from prior years. He stated they hope to create a budget which is reasonable for their operations and responsible for both towns.

Mr. Gamache stated the purchase of the ambulance completes 95% of everything which needs to be replaced for the Service. He stated they have the ability to possibly pay for the ambulance out of next year's budget or finance it over three years which the Board needs to discuss. He stated they are working on a replacement program for the Service. He stated they will look at a 10 year replacement for equipment for budget purposes. He stated there shouldn't be any significant increases to the budget for the ambulance.

Mr. Mulholland stated they have a capital plan within the budget so when the ambulance is paid off they will continue to have the money in the budget to make other capital expenditures. He stated when the time comes to pay for the next ambulance they will have the money in the budget to do so. He stated it creates

a capital budget within the budget. He stated their goal is to reduce the tax portion they pay for Tri-Town each year for both towns. He stated their revenues increased by 91% with ComStar. He stated they are projecting conservatively for 2016 revenues.

The Chair asked how they decreased response times in half. Mr. Gamache stated he thinks people realized they were being watched and reported to the Board.

Ms. Walker thanked Mr. Gamache and Ms. Locke for their service.

### **Approve 2015 Tax Warrant, Second Half**

Mr. Mulholland stated the tax rate went down by \$0.95 which is very good. He stated there was increased revenues and increased assessed value. He stated the school, county and town tax rates all decreased. He explained it fits into their long-term plan to manage the tax rate in the town.

Motion. Mr. Gryval made a motion to approve the 2015 Tax Warrant for the second half of the year. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker - Yes. The Chair declared the Motion passed.

### **Discuss hiring temporary full time employee for the Highway Dept. or contracting for snow plowing.**

Mr. Pelissier stated one of their employees will not be able to plow for a while so they are looking to hire someone to replace him in the truck. The Chair stated when they discussed this the first time they had a long discussion with him and Mr. Tardiff. He asked Mr. Pelissier if he wants to go with hiring out. Mr. Pelissier stated he does.

The Chair asked at the same time they have Advanced to come in with a contract for a truck. Mr. Pelissier stated they were going to hire a truck with the new employee like they did last year. He stated right now they are not at the same position as last year because they don't have their full-time guy plowing for them. He stated he wants to hire a truck to take the place of the other truck last year and put someone in the truck for the employee who can't drive right now. He stated the current employee may not be able to drive for up to five months.

The Chair asked about the costs associated with this for both 2015 and 2016. Mr. Mulholland stated there is a line for the contracted plowing. He stated depending on how many storms they have depends on whether the line will cover it or not. He stated there are calculations for the temporary position provided to the Board which cover salary and with benefits there is \$5,500 for November and December and \$6,900 for January through March. He stated they would have to determine where to take the money because it is not in the budget. The Chair expressed concern of where the money is going to come from. Mr. Pelissier stated normally his budget turns back money and he thinks it could absorb the costs.

The Chair stated he would like to table this discussion until Mr. Tardiff arrives at the meeting to get his input. He asked Mr. Mulholland if he had any input. Mr. Mulholland stated if they are going to hire

someone there is a hiring process which can be done quickly. Mr. Pelissier stated they already have someone lined up. Mr. Mulholland stated he doesn't think it is going to be an issue. He stated they could get moving on the hiring process right away if they need to.

The Chair stated he thought they were going with the contracted truck instead of the employee. Mr. Pelissier stated they had intended to but they have an employee who cannot drive. Mr. Mulholland stated the presumption is if the injured person is able to return and drive then the temporary employee would no longer be needed.

**Approve change order for the Reynolds Ave. roadway reconstruction project.**

Mr. Pelissier stated the increases were for the \$2,800 for the SWPPP and two ADA handicap ramps which weren't originally included in the bid.

The Chair asked about a project on Whitten Street for next year. Mr. Pelissier stated it depends on the budget. He stated they want to do the sidewalk for Ferry Street and an overlay on Ferry St. He stated they want to try to get the neighborhood done while they are there but it depends on the budget.

Mr. Mulholland stated he has some changes to the contract as far as language.

Motion. Mr. Gryval made a motion to approve Change Order #1 for the Reynolds Ave roadway project for a total estimated cost of \$121, 444.50. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

**Approve temporary parking prohibitions on Whitten Street for the Community Center construction project.**

Mr. Mulholland stated they need 30 feet back north of the intersection for the trucks to bring in material until they complete construction. Mr. Pelissier stated he doesn't think 30 feet is going to be enough. The Chair asked Mr. Pelissier what he would recommend. Mr. Pelissier stated he thinks 50 feet would be needed. Chief Pendergast stated at least 50 feet. Mr. Pelissier stated going from the entrance up needs 50 feet and the rest can be 30 feet. The Chair expressed concern with impacting more residents.

Mr. Mulholland stated it is the south side of the street they need enough so the trucks can swing in and out of there. Mr. Pelissier stated since there is no parking on the side already 30 feet would be enough.

Motion. Mr. Gryval made a motion to approve temporary parking prohibition 30 feet of the entrance from the existing Whitten Street. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

**Approve tax abatement agreement for Holiday Acres, 7 Neil Dr. mobile home.**

Mr. Mulholland stated the mobile home has been abandoned and turned over to Holiday Acres. He stated all the taxes have been paid on it. He stated they have another type of lien on it which they would be abating. He stated with the abatement the mobile home would be demolished. He stated it is in Right Signature for them to sign.

Motion. Mr. Gryval made a motion to approve the abatement agreement for Holiday Acres, 7 Neil Dr. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

**Approve the sale of tax deed property, manufactured home at 14 Woodlawn Dr. to Olde Town Homeowners Cooperative.**

Mr. Mulholland stated it is the only one they have left they haven't redeemed. He stated the Co-op plans to sell the property which means the Town will recover all the taxes owed. He stated if they are not able to sell it they will demolish it.

Motion. Mr. Gryval made a motion to approve the sale of tax deed manufactured home at 14 Woodlawn Dr. to Olde Town Homeowners Cooperative. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

**Discussion of Floating Holiday for Departments**

Mr. Mulholland asked the Board to allow the Department Heads to utilize floating holidays for their employees for the upcoming holidays. He stated it doesn't violate any of their policies and allows them to make the best decision for their organization.

The Chair stated he is fine with the Highway doing the floating holiday. He stated as far as the Town Hall, if there are any employees this will cause an issue for he wants to minimize it. Mr. Mulholland stated he discussed it today with the employees and they are fine with it.

**Discuss request by the Conservation Commission to exceed the 2015 Budget appropriation by \$65.**

Mr. Anderson explained this is for an education program on November 7, 2015. He stated it costs \$65 for him to go to it. He stated he wants to see what it is about and if it is something to do next year as well.

Motion. Mr. Gryval made a motion to allow the Conservation Commission to exceed their 2015 budget by \$65.00. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

**Discuss request by the Conservation Commission to amend their request for the 2016 Budget from \$1 to \$500.**

Mr. Anderson stated it is the same as the prior request. He stated they want to be able to join stuff. The Chair stated they are going to be amending all of the budgets next Monday evening so they will discuss this next week.

**Discuss SVRTA health insurance bid process for 2017.**

Mr. Mulholland stated he went to the meeting last week. He stated they have a two year contract which they are stuck with. He stated the consensus with the other towns is to do a bid process for 2017. He stated the way they are looking at doing it is a Request for Proposal. He stated if it is okay with the Board he will send the letter out on behalf of SVRTA saying they will be doing this in May. He stated they are not going to do the full study they did last time.

Ms. Walker asked if all the towns at the meeting are supportive. Mr. Mulholland stated the towns which were represented were supportive. The Chair asked Mr. Mulholland if this is going to be a big project for him. Mr. Mulholland stated they were going to have to do this anyway and it's not as much work as the full study in 2013. The Board gave their approval with Mr. Mulholland moving forward on this project.

**Discuss issuance of credit card to the library director.**

Mr. Mulholland stated they have a corporate credit card for the Department Heads but the Library is not part of it because they have a different governing body. He stated they have requested to use the town's credit card because they cannot get one. He stated it makes a lot of sense for them to have a credit card. He stated the concern he has is the town has a credit card policy the Library would have to comply with but the Board does not have any control over them.

The Chair asked what the risks to the Board. Mr. Mulholland stated the risk is if the Library violates the policy they can't fire them. He stated the Board would want to enter into an agreement with the Library including the fact they would be liable for it. He stated there is a certain amount of risk but he thinks it would be more efficient for them to operate with one.

Mr. Tardiff joined the meeting at 5:50pm.

Mr. Tardiff asked what they need a credit card for. Mr. Mulholland stated they needed it to purchase something from Best Buy and used their checking account. He stated the Library wanted him to reimburse the checking account which he told them they could not do. He stated they make a lot of purchases but are not able to get a credit card because they don't have a taxpayer ID number or authority to make fiduciary transactions like it.

Mr. Tardiff stated he doesn't think it's a good idea to give them a town issued card. The Chair stated they are going to have problems if the Library has no way to go out and purchase things on their own. Mr.

Tardiff stated they can do it the same way the other departments do. Mr. Mulholland stated they use town issued credit cards in which they have to comply with the credit card policy. He stated they can take the card back from the Library at any time if there is an issue.

Ms. Walker asked if they can set controls over a limit. Mr. Mullholland stated they can set it at whatever they want. The Chair asked if the Library had a suggestion for a limit they would want. Mr. Mulholland stated they said they would rarely use the credit card and he explained to them the efficiency of using a credit card.

Ms. Walker asked if they could do a trial period. Mr. Mulholland stated they could but once they give something to someone and then try to take it away it doesn't go well. Ms. Walker stated she is trying to eliminate the risk. She stated she doesn't want to have to deal with the repercussions of someone abusing the card. The Chair asked Mr. Mulholland to speak with the Library on what kind of limit they want, details of how this is going to work and their assurance they are going to follow the policies.

Ms. Walker asked how many people will have access to the card. Mr. Mulholland stated just the one person will have access. Ms. Walker asked if the person abused the card and they can't fire the person, can the Library Trustees fire the person. Mr. Mulholland stated the trustees could but the Board doesn't have any control over the trustees.

#### **Non-Public Session in accordance with the provisions of RSA 91-A:3,II(e)**

Motion. Mr. Tardiff made a motion to go into non-public under RSA 91-A:3,II(e) at 5:59pm. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to go back into public session at 7:06pm. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to seal the previous set of non-public minutes because they involve an ongoing litigation. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to go into recess at 7:07pm. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

The Chair called the meeting back from recess at 7:14pm.

### **Meet with Sergeant Tower to discuss her merit increase**

Sgt. Tower stated she sent a letter out to the Board regarding the denial of her merit increase and asked the Board to reconsider it. She stated both the Chief and Lieutenant have requested the merit increase. She stated her evaluation is a very good evaluation. She stated at one point the Chief asked her to reconcile the discrepancy between dispatch logs and the timesheets which she has completed.

Sgt. Tower stated the Chief informed her merit increase was denied without the opportunity for the Board to review the document she submitted. The Chair stated they did have the document in the package at the meeting. He stated the way things were explained to them was some of it Sgt. Tower would not be able to explain.

Mr. Morrisette introduced himself to the Board as Sergeant Tower's lawyer and asked if he had any questions for the Sergeant about the discrepancies. The Chair asked Mr. Mulholland if they are going to get lawyers involved should they get the Town Attorney on the phone. Mr. Mulholland stated she has made an appeal and suggested they should listen to everything she has to say. He stated this is not an official hearing. He stated she has the letter she submitted, what she has said here today, personnel evaluations, discrepancy documents in which the Board would consider.

Mr. Mulholland asked Sgt. Tower if there is anything else she would like to add before the Board makes their decision. Sgt. Tower stated she feels Lt. Stark and Chief Paquette are her immediate supervisors, they see what she does every day, give her evaluations and put in the recommendation for the merit increase. She stated she doesn't see any reason it would be denied and hasn't received any feedback of areas where she needs improvement on.

The Chair stated at this point they will need to reconsider the merit increase with what she has added tonight and what she added in her letter. He stated they will let them know what their decision is. He encouraged Sgt. Tower if there is ever a question and the Chief is okay with it to bring it to their attention.

### **Discuss acquisition of records management software for the police department.**

Chief Paquette stated he got a quote from Tri-Tech for the IMC software which will allow them to connect with the rest of the county. He stated they would have three mobile devices and five devices in the station. He stated he thinks the cost has come down quite a bit since it first came out. He stated he is bringing it before the board as an encumbrance.

The Chair asked if this is the software MRI had recommended. Chief Paquette stated it is the software. The Chair asked if he agreed with their recommendation. Chief Paquette stated he brought it up to them when they asked him what he would like to see changed. He stated this is something which has been in the works for a while.

The Chair asked about the units in the station and on the road. Chief Paquette stated they will be able to have five people in the station using it at the same time as well as three people using it on the road. He stated it will allow them to see records from other towns and share information with the other towns.

Ms. Walker asked what it will mean for the existing system they have now. Chief Paquette stated they will be transitioning to the new software over time. Mr. Tardiff asked if other towns are using it. Chief Paquette stated almost all the other towns are using it.

Mr. Tardiff asked if there is enough in the budget for this. Chief Paquette stated there is enough with the surplus. The Chair asked Mr. Mulholland where they stand financially because of other projects they have discussed. Mr. Mulholland suggested they wait and encumber the funds for the software. Chief Paquette stated the quote is good through February.

The Chair asked about the training and ease of use. Chief Paquette stated it is going to be easy to train them on this. He stated it will be helpful to report information to the State as well.

Ms. Walker asked how soon it can be implemented once it is approved and obtain it. Chief Paquette stated they will have to go through the training. He stated he thinks they will have it up within a couple of weeks of getting the software.

Motion. Mr. Tardiff made a motion to approve the purchase order for the Police Department. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

### **Discussion of hiring a Full-time Temporary Officer for Police Department**

The Chair stated he had conversation on Friday with the Chief about the need to fill the open position at the Police Department. He stated they discussed how they were going to pay for the position. He stated the person would have to know it is a temporary position. Mr. Tardiff stated he spoke with the Chief today about it and was fine with it as long as it was a certified officer. The Board gave Chief Paquette the direction to advertise for a full-time temporary certified officer.

### **Discuss New England Cemetery Association Conference**

Mr. Anderson stated they are having a conference in Foxboro which he is not interested in it this year but he may like to do it next year. He stated he doesn't know what to do about the money. Mr. Tardiff stated they don't have money for it and it was the voters were the ones who put the budget in such a way. The Chair stated they are looking at the budget items next week.

### **Non-Public Session in accordance with the provisions of RSA 91-A:3,II(a)**

Motion. Mr. Gryval made a motion to go into non-public under RSA 91-A:3,II(a) at 7:32pm. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to go back into public session at 8:29pm. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to seal the previous non-public session minutes because it may adversely affect a person other than a member of this Board. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

#### **Further Discussion of hiring a full-time temporary employee and contracted truck**

The Chair stated the Road Agent was in and was happy Advanced was willing to contract at \$65.00 per hour. He stated he didn't realize the Road Agent wanted a temporary employee as well as Advanced for plowing. Mr. Tardiff stated he thinks the Road Agent wants to do it because they are down a person.

The Chair stated last winter they allowed him to hire a truck and a temporary person. He stated he was under the impression they were going to go one way or the other. He asked if they need all this and can they afford it because there is a cost for 2015 and 2016. He stated he is not sure where this is going to fall on the priority list. He stated they are looking at \$12,000 to do this. Mr. Mulholland stated the \$12,000 doesn't include if there is overtime.

The Chair stated he thinks they need to hire someone to do the sidewalks so they don't have the same issues as last year. Mr. Mulholland stated they contracted with Advanced Paving to go out and plow the sidewalks before school in the distant past. He stated they need to have the sidewalks clear so the children aren't walking in the street. Mr. Tardiff stated there are streets without sidewalks which have children walking in the roads as well. Mr. Mulholland stated those are not high volume roads. Mr. Tardiff stated he doesn't want to see any children in harm's way but other schools don't close if the sidewalks aren't done. Mr. Mulholland stated it is because the school district has a policy if the children are within a certain range of the school they are to walk to school.

Mr. Tardiff stated he has no problem with the Highway Department clearing the sidewalks. He stated he has an issue with where it becomes a priority and where they close school because the kids can't get there.

The Chair stated how they handle it is a different issue then the need to handle it. He stated the School Board has been very clear they will not open school if the sidewalks aren't done. He stated the bar has been set they are going to continue to plow the sidewalks. He stated they may need to have a conversation for the next school year about the sidewalks. He stated they need to make it clear to the Road Agent the

sidewalks are a priority. Mr. Mulholland stated they can give the Road Agent a written directive which he must comply with.

The Chair suggested they get this straightened out throughout the week and discuss this at next week's meeting. Mr. Tardiff asked if they are going with the contract truck. The Chair stated he is okay with the contract truck.

The Chair asked if they should be concerned with who is operating the skid steer. Mr. Mulholland stated it needs to be a trained employee operating the skid steer.

The Board gave permission for the contract truck and tabled the temporary employee until the next meeting.

Mr. Mulholland recommended they wait a week to discuss the merit increase for Sgt. Tower and they speak with Town Council about it.

## **TOWN ADMINISTRATOR'S REPORT**

### **Status report proposed new Community Center facility at the Whitten Street Park.**

Mr. Mulholland stated he spoke with the residents on Whitten Street Park about the encroachments and most of them have been cooperative. He stated they need to do something and have the options of doing lot line adjustments or license agreements. Mr. Tardiff stated if they are being cooperative then they should give the residents the license agreements and those who aren't cooperating have them move their stuff off the town's property.

### **Approve Payroll and Accounts Payable Manifests: o Payroll: 102815 o AP: 102115 102815**

Motion. Mr. Tardiff made a motion to approve Payroll for October 28, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to approve Accounts Payable manifests for October 21, 2015 and October 28, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

### **Review Minutes: October 5, 2015 and October 19, 2015**

Motion. Mr. Tardiff made a motion to approve the minutes for October 5, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Ms. Walker made a motion to approve the minutes for October 19, 2015. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

### **Ratify Consent Calendar**

The Chair stated there was a veteran's credit for a Dorothy Lagor in the Right Signature. He asked if it was ever on the agenda. Mr. Mulholland stated they hadn't which is why it's there. He stated they are just verifications of previous veteran's credits. He stated they have to redo them every five years.

The Chair discussed signatures needed in Right Signature.

Motion. Mr. Tardiff made a motion to adjourn. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 8:58 pm.

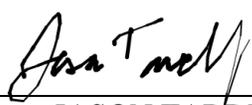
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TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

November 2, 2015

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**Signature Page**

<b>Original Approval:</b>	
 JEFFREY GRYVAL, Chair	11/09/2015 DATE
 JASON TARDIFF, Member	11/09/2015 DATE
 KATE WALKER, Member	11/10/2015 DATE

<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>	<b>Approval:</b>	<b>Date:</b>
	JEFFREY GRYVAL, Chair	DATE
	JASON TARDIFF, Member	DATE

	KATE WALKER, Member	DATE

# Signature Certificate

 Document Reference: UNTFYZIV44H78RTPEEMSJ9

**RightSignature**  
Easy Online Document Signing



**Kate Walker**  
Party ID: 6TWAZZIJWJXY66J6GBPZI  
IP Address: 24.34.66.205  
**VERIFIED EMAIL:** kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

a3d2387bbc060307332bef0820f4bcfa253597f6

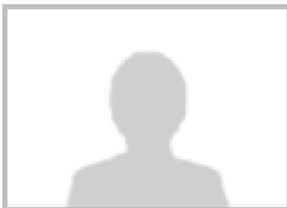


**Jason Tardiff**  
Party ID: 56ZK7BI9CLG5IUFCRMEYAJ  
IP Address: 64.222.96.214  
**VERIFIED EMAIL:** jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

d3356bf8ad294c22942ac4e395ea81cca5956553



**Jeffrey Gryval**  
Party ID: 9LGYYTJ75JURZGISY4Y8T2  
IP Address: 104.129.196.119  
**VERIFIED EMAIL:** jgryval@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

57cd7fdcb4aeb969db33ce96d30a2d5731ffdfc4



## Timestamp

2015-11-10 12:45:55 -0800  
2015-11-10 12:45:55 -0800  
2015-11-10 12:45:40 -0800  
2015-11-09 17:05:39 -0800  
2015-11-09 17:04:20 -0800  
2015-11-09 11:59:30 -0800  
2015-11-09 11:51:02 -0800

## Audit

All parties have signed document. Signed copies sent to: Kate Walker, Jason Tardiff, Jeffrey Gryval, and Shaun Mulholland.  
Document signed by Kate Walker (kwalker@allentownnh.gov) with drawn signature. - 24.34.66.205  
Document viewed by Kate Walker (kwalker@allentownnh.gov). - 24.34.66.205  
Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 64.222.96.214  
Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 64.222.96.214  
Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 104.129.196.119  
Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 104.129.196.119



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Document Reference: UNTFYZIV44H78RTPEEMSJ9

**RightSignature**

Easy Online Document Signing

2015-11-07 04:30:26 -0800

Document created by Shaun Mulholland (smulholland@allentownnh.gov). -  
64.222.96.214



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